

# What do I need to do to enroll in DUO?



1. You will need valid Unify credentials and you will need to use them to be able to set up DUO. *Please be sure to use your @savannahstate.edu credentials.*
2. Determine which device you want to set up as your primary device, as well as an additional backup device and have them available. i.e – iPhone, Android, Windows Phone, Landline, Tablet, Token
3. If using your office phone, you will need to be in your office and ready to use your phone.
4. If using a mobile phone, have it with you and make sure all software is up-to-date on the mobile device. If using a smart phone, go ahead and go to your app store and download the “DUO Mobile” app. There are multiple apps for DUO, please load “DUO Mobile”, the app looks like the image at the top of this document.
5. If using the token, have it in hand and ready to use.
6. Set up your device. See the quick guide instructions on the training website for help setting your device up.
7. When complete, please go to “DUO Self Service” and add in a second or more options/devices. The reason is this: If you lose your ability to authenticate to your primary device, don’t be caught with the inability to fix it or use the systems. Add in your spouse’s phone. Add in a home phone. Add in your office phone. As an example, let’s say you have an iPhone and love it and use it for DUO. What if you lose your phone? What if you traded it in? You can set up your new phone and remove your old phone yourself, BUT you’ll need to authenticate. You’ll need that home phone, or office phone, or any other device to authenticate and then you can literally help yourself.